



City of Des Moines, Washington

JOB DESCRIPTION



CIVIL ENGINEER I

Regular, Full-time

Salary Grade: G-25

FLSA Status: Overtime Eligible

Union Status: Non-represented

EEO Category: Professionals

Nature of Work

Under the general supervision of the Engineering Services Manager, the Civil Engineer I assists in the implementation of programs and projects in the Planning, Building and Public Works Department. Duties include approval of private drainage and/or transportation plans; investigation and engineering analysis of citizen concerns; administration and management of public capital improvement design and construction projects; preparation of plans, specifications and estimates application for funding assistance through federal, state and local programs; and coordination of work with skilled and/or clerical employees. The employee works within the framework of established City codes and departmental policies. Work is reviewed by the Engineering Services Manager through evaluation of work programs, reports and work results.

Essential Functions

- Produces surveys, diagrams, plans, specifications, and estimates for surface water and/or transportation system improvements undertaken by the City. Manages design work that the City elects to do through engineering consultants.
- Responds diplomatically and informatively to the questions and concerns voiced by the public.
- Coordinates construction of capital improvement projects undertaken by the City, and inspects or manages consultant inspections of projects as approved by the Planning, Building and Public Works Director.
- Checks development plans for compliance with the provisions of the City Code, King County Water Design Manual, ASSHTO, WSDOT, MUTCD and other City adopted standards.
- Inspects and oversees inspection of private construction facilities for compliance with applicable codes and standards.
- Completes and submits grant applications for funding assistance through federal, state and local programs.
- Coordinates work with skilled and/or clerical employees.
- Attends public meetings when required and advises those bodies regarding Public Works technical information.
- Represents the City, as assigned by the Engineering Services Manager, at various regional technical meetings.
- Other such duties, reports, or projects as may be directed by the Engineering Services Manager.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.

- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Principles and practices of civil engineering, particularly in transportation, as related to the design and construction of municipal Public Works facilities. Familiarity with the King County Surface Water Design Manual and WSDOT Design Manual, and the application of each.
- State laws and procedures related to Public Works engineering and construction project administration.
- Computer database and CAD programs.
- Communicate effectively, both verbally and in writing. Verbal presentations may be in front of groups or in difficult situations. Must be able to present complex technical data in an understandable manner to a variety of audiences.
- Prioritize, organize, plan, and coordinate the work based on City and Department objectives.
- Maintain accurate and adequate project records.
- Interpret, administer and enforce appropriate codes and standards within the context of established policy and applicable law.
- Complete multiple projects with unique and often conflicting time lines.
- Work with the public, boards, and Council in all situations with courtesy, fairness, poise, and tact.
- Establish and maintain effective working relationships.
- Self-disciplined and self-motivated.
- Punctual and dependable.
- Professional demeanor.
- Physical ability sufficient to perform the essential functions of the position under sometimes adverse field conditions, i.e., inclement weather, sloped surfaces, heights, and confined spaces.

Education and Experience Requirements

- Graduation from college or university with a bachelor's degree in civil engineering or related field, or
- Two years of responsible civil engineering experience for a municipality, county, state, or engineering consulting firm, or Washington State Engineer-in-Training Certificate (EIT).

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- **Environment:** Outdoor and indoor work environments; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions. Duties require the willingness and ability to work evenings and weekends as assigned; attend evening meetings; travel out of town to attend workshops, conferences, and seminars.
- **Mental Abilities:** The position requires continuous decision-making, interpersonal skills, teamwork, writing in English, understanding, reading, and speaking English; frequent creativity, customer service, training/supervising, performance of basic math, use of discretion, presentations/teaching, problem analysis, mentoring, and independent judgment/action; and occasional performance of advanced math, and negotiations.
- **Physical Abilities:** The position requires continuous fingering, talking, feeling, and hearing; frequent standing, walking, reaching, repetitive foot motions, sitting, bending, grasping, and handling, and repetitive motions with hands and wrists; occasional stooping, kneeling, and climbing ladders and working at heights on sloped surfaces, lifting and/or carrying objects up to 25 pounds, pushing and/or pulling objects up to 10 pounds; rare crawling.
- **Hazards:** Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2015.